

CRIMINAL BACKGROUND CHECK REVIEW PROCESS

1. The Charter School identifies one person as the “Requestor.” Requestor calls Valerie Webster at the Utah Bureau of Criminal Identification (BCI) (801-965-3858) and receives a “VCA” code from her. That code is used by the Charter School on all submissions of fingerprints. The Center uses a new form for each applicant or small group of applicants, using the same VCA code.

2. Each applicant/prospective employee must sign the waiver on the application form. The form is found at : www.bci.utah.gov , Quick Downloads, Employment Background Checks, Care Custody or Control Children/Vulnerable Adults.

3. Applicant or school sends specified payment, fingerprint cards, signed waiver (for each applicant), and form to BCI.

4. Fingerprint result is returned only to Requestor for review. BCI returns information to Requestor only on individuals whose background checks reveal arrests/convictions.

5. The USOE process/practice is to review summary sheet from BCI.

A. These variables are considered:

- number of offenses
- type of offenses (misdemeanors, felonies, drug or alcohol-related offenses, sex offenses, (violence-related?))
- how old was individual when offense occurred?
- any pattern to the offenses?

B. If the review raises concerns, a letter is sent to applicant identifying information received from background check and requesting applicant to provide (1) a written explanation of the circumstances of the offense(s); (2) a police report—obtained from the police or sheriff’s department where offense occurred—this gives me context for offense, if individual takes responsibility for actual event and what actually happened compared to actual conviction or final plea(s); and (3) court report—did applicant pay all restitution ordered by court, complete probation successfully, resolve any related problems?

C. At this point you may not want to follow up further until *applicant* provides requested materials (some applicants realize that their backgrounds are problematic and do not continue to pursue employment).

D. When explanatory materials are received , they are reviewed and (somewhat subjective) decision about employment/licensing is made. Occasionally, more extensive information or additional documentation (of counseling or anger management classes or psycho-therapy) is requested from the applicant.

